



Seeks a Warehouse Associate/Shift Coordinator

Part Time Position: *Mornings -- 18 to 20/hours per week*

The Community Food Bank is seeking a Warehouse Associate/Shift Coordinator. This part-time position is responsible for the receiving, warehousing and proper storage of incoming food donations and purchases. As the main warehouse associate, this position works closely with the Food Bank's volunteer team members who work in shifts building and giving out boxes of food. They will also perform basic maintenance duties. The position reports to the Executive Director. The Food Bank provides a 3-day supply of emergency food to Mesa County residents in need up to nine times a year and is open four days a week.

See full description below. Position Open Until Filled. Send resume and letter of interest to Marsha Kosteva, Executive Director, Community Food Bank, 562 W. Crete Circle #102, Grand Junction, CO 81505 or to: marsha.kosteva@foodbankgj.org

Essential Duties and Responsibilities

- Receive and process all incoming food products; unloading trucks and private vehicles, weighing products, determining proper and orderly placement in warehouse.
- Ensure accuracy of warehouse inventory and weight logs.
- Restock distribution areas as required per shift; practicing first-in, first-out stock rotation and food safety/food pantry guidelines.
- Provide direction to volunteer team members per shift on daily distribution guidelines, noting any unique or specific items.
- Maintain safe and clean warehouse environment by keeping shelves, floors, bathroom, and work stations neat and organized.
- Sanitize equipment daily, sweep and mop warehouse floor according to schedule.
- Conduct trash collection and disposal daily; manage cardboard recycling.
- Monitor temperature readings of refrigeration and freezer units.
- Conduct weekly inventory and produce report for Director for food ordering.
- Maintain excellent communication with food suppliers and donors; working cooperatively with volunteers, building owners, and with supervisor.
- Report any discrepancies, equipment or maintenance issues to director.
- Assist Director in volunteer training and preparing volunteer schedules.
- Input daily recording of donated food products received from grocery stores in computer.
- Open and close facility as dictated by schedule.
- Pick up food donations as necessary.

Basic Requirements and Qualifications

- High school diploma or equivalent required
- Valid driver's license
- Physical requirements: Ability to routinely lift 50 lbs., stand, and stoop, climb ladder
- Warehouse, grocery, or food service experience is a plus
- Experience in working in a team environment
- Basic computer skills for maintaining inventory logs
- Good communication skills; written and verbal
- Food Handler's Certificate (candidate will be provided training)